G. R. S. IX-5]

Previous references.
G. P. 22-17 Sl 201.

File No. 22-17

Serial Nos. 5 & 6.

1917-18
(G. P.)

Later references.
GP 11-14 Sl 3
PdS 72-82(1-2)
pdS 14-19(1-3)
PtS. 30-21 (1-4).
" " (5-7, 10-12)
" 14-23 (182)

preserve

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 5 & 6.

Part B for & Srs for October, 1918.

SUBJECT.

Enquiry Re- the Causes of the delay and for Suggesting measures for Expediting Printing Work at the Govt. Press.

Sl 6. To the Supdt, Govt. Press
the Secy to Govt, Edn & Agri. Depts
the D. G. of Education
the Registrar, Mysore University
the Secy, Mysore L S & P Exams.
& Other Heads of Departments

No G. 7248-300. of 10. 10. 18.

Records with Certain Observations the letter referred to in Sl 5.

W D 88—GPB—50,000—21-7-16

BCS
28/10/18.

G. R. S. III—1] 191 7

GENERAL AND REVENUE SECRETARIAT.

(GP)

NOTES.

File No. 22-17

FILE HEADING.

Enquiries - the causes of the delay & for Regarding measures for expediting printing work at the Govt Press

From

The Offg. Superintendent, Govt Press.

No. 2616 Dated 1.6.18. Received 6.6.18

Diary No. 9885	Enclos.	Spare Copies.	Serial No. 5

BRIEF ABSTRACT OF LETTER.

Submits a summary of what has been done, and the results achieved during the period of nine months from Sept 1917

NOTES AND ORDERS.

Submitted for perusal

Various Secretaries are pending for orders of Govt Please refer in which Stages they are. 11/6/18

NOTES—First Sheet.

WD 1232—GPB—20,000—19-11-16

G. R. S. III-2

General and Revenue Secretariat.

GP File No. 22 of 1917

Serial No.

3) 1) Page 5 para 2 Catalogues of schools & other libraries (works done for the Edn dept) The work to be done for the Educational dept has been defined in GO No. G 1234-7/GP 37-17-3 d 8.3.18

the linked file. 4) Page 5 para 3:—After all the proposals re the work of the several depts are disposed of this can be taken up, as the revision of the GO. d 1.6.15 should be in the light of the orders issued. This paragraph & para (1) under Printing Work on page 4 of the Supdt' letter are connected with each other.

R 5) A Statement showing the several points affected and also noting the stages is put up (White Flag

J 6) Put up a fair copy

7) A fair copy is put up

8) For perusal.

9) A good deal of improvement has been effected in the economical working of the Press

NOTE—Contn. sheet.

Serial No.

Stationery Dept & work has nearly come to the normal. As stated by the Supt more work yet remains to be done to standardise forms &c & this is receiving attention

1st member
Dewan

CSX 27/6/18
CJ 27/6/18

376 17.7.18

4875 7.18

10) A very satisfactory report. Nothing remains. Note marginal remarks

CSX 5/7/18

Note proper up to date list still before Subs to Dewan, also replies to Members queries.

Mc 12.7.18.

11) I quite agree. The Supt seems to take great interest in his work.

8.187

30.7.18.

Mc

12) Secretariat & Branch also

Mc 2/8/18

13) Seen. Marks

Mc 6/8

14) Perhaps an acc may issue recording the communication with the remarks of the first member & Dewan & explaining the progress made in disposing of the pending proposals.

15) It is feared that the Supt.

NOTE—Contn. sheet.

WD A 1799—GPB—60,000—30-8-18—S.

G. R. S. III-2)

General and Revenue Secretariat.

File No. 22 of 1917.

Serial No.

has taken the standardisation of forms in a too narrow sense, as indicating merely the use of cheaper & smaller paper. What is really meant is that common forms should, as far as possible, be introduced in all depts and that an accurate list should be maintained of all sanctioned forms — general and departmental.

Hy. Smith

Secy

6.8.18.

16) draft Submitted

9/8.

Chief Secy

Offg

Hy 15-8-18

Extra Member

Offg

9/8

Hy 19/8/18

8.

Offg

19/8/18

17) Revised draft may be put up hereon in the light of the further remarks made by me marginally on the report

Secy

21.8.18

Offg

NOTE—Contn. sheet.

Serial No.

18) Draft as revised is submitted

27/8

19) Answers to the points raised by the members are furnished in paras 3 & 4 of the notes (vide supra) and in the statements Flags A

20) Draft as revised is submitted

DM 6/9

Extra Member 6/9/18

554-13-5
7-9-18

21) The draft order is in order as far as it goes but it is not complete as there are still points which require the order of Govt. If there is no prospect of this being accomplished without any loss of time, the order now proposed may issue - as it revises. // Some of the questions on the Hyderabad report still remain unanswered. This is not satisfactory.

Secy
9.9.18.

23) Explained in person to the Extra Member
6/9/18

22) To Secy for Early attention
con
27/8/18

24) Issue
con
8/10/18

Note—Contn. sheet.

WD A 1789—GPB—60,000—20-3-19—S.

G. R. S. III-2]

General and Revenue Secretariat. | File No. of 191 .

Serial No.

25) Replies to the marginal remarks of the First member of Council.

1 Has received some hints regarding
2 from the Dewan Peishkar in connection with proposals.
3 directions have been given to get the Arthasastraka Patrika printed in a private press after December 15.
4 This can be taken up only after all the entailments proposed is effected one by one
5 The question is pending in Br II and orders will soon issue as regards the work to be done for the Comptroller. This will be communicated to the Superintendent for guidance. If approved, another Circular to that effect may be issued. The question may be taken up after the file returns. —

The Supdt has been asked to state if any buildings are necessary

The draft is under submission to the Chief Secy

The work to be done for Education dept has been fixed & this is not included in the list.

The draft is under Submission.

Question of pay and allowances has to be decided. The matter is being worked up

Sd/ 6/9/18

Submitted
Sd/ 13/7

26) Vide my marginal remarks on the Supdt's report

Sd/ 21.8.18.

NOTE—Contn. sheet.

WD A 1799—GPB—60,000—20-3-19—S.

28) Part I

No	Subject	Stage
M.R 986/A	Abolition of Superfluous work	
M.R 1084/2	1) Proceedings of the Engineers Association 2) Bulletins of " "	The opinion of the Asst Engr was received on 17.6.18 Asst Engr 3/7 D 10 238
3	Vedika Patrika	disposed of Gp 8-17-77
4	Market Reports of the Chamber of Commerce	" Gp 8-17-7
5	University work	" Gp 1-17-73
6	Railway work	" Gp 37-17-4
7	Mysore Bank work	" Gp 37-17-9
8	Records in Criminal Appeals etc	Pending in Rr III

Part II

M 986/B	The Mysore Gazette	
1	Re-arranging the matter	Dewan 25/5
2	Employing Cheaper paper	"
3	Increasing sale of Subscription	"
4	Withdrawing Concessions	"
5	Revising the list of institutions & offices supplied free	draft Sched 13/6 First number 2/7

Part III

R 985/c Monthly & Weekly Proceedings Volumes

1 Complaining Chaplain binding &c disposed of Gen 573-17-1

2 Re-circulating orders re Compilation do Gen 573-17-2

3 Printing monthly Vols Indexing do Gen 573-17-1

4 Revising the list re distribution of Vols do Gen 626-17-1

R 985/2 Part IV

1 Defining classes of work to be done at the Govt Press for each dept. without sanction of Govt To be taken up after all the current -ment's proposed is finish

2 directing strict adherence to Go d 11. 6. 15 disposed of GP 37-17-1

3 Cancelling the general authority given to the Comptroller to get work done without sanction of Govt Subd to R Secy 11/6 cost Secy 4/7

4 Printing of University examn papers (Examination) school catalogues disposed of GP 37-17-3

G. R. S. III-2]

General and Revenue Secretariat.

File No. 22 of 1917.

Serial No.	
6	To The Serpdl Gpress Secy to Govt Educational Dept Dy D/Education Registrar Mysore University Secy Mysore L.S & P. Examinations other Heads of Depts No 9 7248-300 of 10.12.18. Records with certain observations the letter regd to which This Secy

NOTE—Contn. sheet

WD A 1789—GPB—60,000—20-8-19—S.

9865

No. 2616

Office of the Superintendent,
Government Press,
Bangalore, 1st June 1918.

22-17

SECRET
GEN. & REV. V
GENERAL
6 JUN 1918

04937

From

R.B.Ramachandra Mudaliar, Esq.,
Superintendent, Government Press,
Bangalore.

To

C.S.Balasundaram Iyer, Esq., B.A.,
Chief Secretary to the Government of Mysore,
Bangalore.

Sir,

In respect of the proposals for the reduction of work in the Government Press, contemplated in Government Order No. G.4337-9/C.P.22-17-1 dated the 28th September 1917, and with refererce also to the Responsibility Sheet issued in connection therewith, indicating the action to be taken, I beg to submit the following summary of what has been done, and the results achieved during the period of nine months, from September 1917 to May 1918.

WORKS COMPLETED.

I am glad to be able to state, that all Manuals, Administration Reports, and other works that were in hand and were also pending execution, which had accumulated for two years, and referred to in Appendices A and B of my report on the reduction of work dated 3rd January 1918, have been completed. The following list gives a brief abstract of the same:-

Manuals Completed	No.13
Reports completed	" 18.

Other important and special works completed No.31.

Total number of pages composed for the above works. Pages 3850.

The total out-turn of work during the period is 38,555 pages, converted into foolscap folio page size.

THE MYSORE GAZETTE.

Orders regarding the ~~in the~~ rate of subscriptions to the Gazette, the withdrawal of concessions to Patels and Shanbhogues, and the revision of the list of persons to whom the Gazettes are supplied free of cost, are still awaited from Government.

The Gazette was hitherto being printed on double foolscap 18 lbs paper, but from the beginning of April 1918, double foolscap paper 16 lbs is being used with the approval of Government. This paper I may state is much superior to the paper used for the Gazette of India both in finish and color.

The suggested arrangement of publishing certain notices once a fortnight and others once a moth would not I think result in any saving of cost. If the matter is held over, the future issue accumulates, as a consequence, if one issue of the Gazette is small, the next issue will swell in bulk. If standing notices are to be published once a month, there is no saving to Press, as the type that is locked up, is as such of no avail as under existing conditions. The saving of paper and printing is almost negligible, as there are not many pages of such matter.

MONTHLY AND WEEKLY VOLUMES OF PROCEEDINGS.

Cheaper paper i.e., double foolscap paper 16 lbs, is being used for these volumes since 1st April 1918.

Orders have been received (Vide G.O. No. G 13481-7/ G.M. 513-17-1 dated 3rd April 1918) re the binding of the Monthly volumes, dispensing with the thick cover and the style of setting Part II continuously, with serial numbers to each item

consecutively for all brnches and sections, in order to effect saving of paper and to release type without keeping it standing. These arrangements have been given effect to and are in operation. The dispensing of thick cover for binding will take effect from July 1918.

This is the trouble in every Press almost. Pl.

Orders have been received modifying Government Order No.G.12038-87/ G.M.115-16-17 dated 7th March 1917 regarding the supply of Monthly Proceedings Volumes and issuing revised instructions as regards their supply (vide Government Order No.G.15576-626/G.M.636-1741 dated 18th May 1918). The supply of Volumes will be adhered to as per list furnished by Government appended to the Governmert Order.

MISCELLANEOUS WORK.

The printing work of the Mysore Engineer's Association has been given to Private Presses.

The Market Report of the Mysore Chamber of Commerce has been converted into a Fortnightly instead of Weekly and has been ordered to be carried out in the Government Press. (vide G.O No.10453/ G.P.8-17-7 dated 30th January 1918)

As regards University Work, orders have been issued that all urgent and confidential works of the University may be continued to be done at the Government Press as at present, without prejudice to Government Work. (Vide G.O.No.12626-928/ G.P/39-17-73 dated 7/6 March 1918).

Orders have been issued directing the discontinuance in future of all Printing Work in the Government Press for the Agency, Loco, Engineering and Traffic Departments of the State Railways. The Railway Secretary has also been authorised to get the Railway Work printed in private presses temporarily for one year, on the condition that the Superintendent, Government Press is consulted before the tenders of Presses are accepted and that approval of Government is obtained before any work is entrusted to Printing presses out-side the State. (Vide G.O.No.G.12555-8/ G.P. 37-17-4 dated 14th March 1918 and G.15256-8 / G.P.25-12-4 dated 13th May 1918.)

The printing work of the Mysore Bank has also been ordered to be discontinued except the Weekly statement of Affairs which will be published in the Gazette. (Vide G.O.No.14403-7/ G.P.37-17-9 dated 26th April 1918)

Orders are still awaited about ~~the~~ entrusting the printing work of the Records in Criminal Appeals to private Presses. Government ordered the continuance of the printing of the Arthasadhaka Patrike till the end of April (Vide G.O.No. 10783-5/G.P.8-17-18 dated 6th February 1918). But since arrangements for entrusting it to a private Press were not completed, it will be continued to be printed in the Government Press till the end of December 1918, as ordered in G.O.No.G.16375-77/G.P.8-17-77 dated 31st May 1918. It is expected, that the Press will however be relieved of this work soon, as otherwise Government work in the Kanarese Branch of the Press will suffer a good deal.

PRINTING WORK.

Orders are awaited regarding the classes of work to be done in the Press being defined in greater detail.

Circular No.G 12238-83/ G.P.37-17-1 dated 7th March 1918 has been issued by Government to all Secretaries to Government, Heads of Departments and Deputy Commissioners to strictly adhere to the instructions contained in G.O.No.13906-56/G.P 04-12-11 dated 11th June 1915, in the matter of sending work to the Press. All works that are received in the Press, that are not in conformity with this order, are being returned for obtaining necessary previous sanction of Government.

The question of cancelling the authority vested in the Comptroller by G.O.No.4910-16/G.P 16-04-5 dated 22nd February 1905, to send work to the Press without obtaining the previous sanction of Government, is under the consideration of Government. I have addressed Government in the matter of the difficulties which the Press had to contend with, in executing

the work of the

Nice matter requires the attention which possible despatch in the interest of the Press. Refer to the Comptroller's Office and have requested in my letter No.2489 dated 16th May 1918, to define the class of work to be done for that Office, and to cancel the order in question. I have also addressed Government in my letter No.2106 dated 5th April 1918, detailing the difficulties in the Printing of the Budget Estimates and Notes and have submitted my proposals for minimising the same, and for relieving the Press of much of the ~~unnessary~~ unnecessary labour which is now thrown upon it.

Government have, in their order No.G.1234-7/G.P.37-17-3 dated 8th March 1918, directed the Printing in the Government Press only of the question papers of Public Examinations and not the numerous papers of the ordinary Class Examinations from 2nd Form upwards that used to be done before.

Orders cancelling the printing of Catalogues of School and other Libraries are still awaited.

Orders regulating the printing work to be ~~done~~ done in the Press and suitably revising the Government Order No. G.1386-56/G.P.24-13-11 dated 11th June 1915 on the subject are also awaited.

F O R M S.

The Press Probationer was deputed to thoroughly overhaul the existing stock of Forms in the Despatching Branch of the Press. All accumulated forms were classified and supplied to various Departments as per their Indents for the year 1918-19, thus relieving the Press from re-printing these forms on the several Indents of 1918-19. This has not only effected a large saving in Printing but also in paper. A further reduction of work has also been effected, by keeping in abeyance the printing of forms on the Indents for 1918-19 and supplying all forms from accumulated Stock as stated above, and also exhausting all indents pending for the past three years, viz., 1915-16,

1916-17, and 1917-18. The procedure adopted has been reported to Government for their information in my letter No.2052 dated 20th March 1918.

The Supervisor of the Stationery Depot has been specially deputed to collect all the samples of all Departmental Indents, to classify and arrange them in their serial order in separate files, so as to examine such formsand decide any possible reduction in size and the utility of printing on cheaper paper, with a view to effecting economy in paper and printing. The suggestions will be embodied against each form of the various consolidated and independent Indents and also on the sample form itself. When the indent is finally taken up for printing, the suggestions as noted on the samples will be adopted by the Composing and Printing Branches, and all practical difficulties solved. The saving effected will then be noted down and finally totalled and reported to Government. This will take some time, but a beginning has been made, and it is expected that it can be effected given effect to from January 1919, when the 1919-20 Indents will be taken up for printing, rather early this time as a special case, to give a finishing stroke to my scheme of reorganising all the standard forms in use in the various Departments of the State.

It may also be noted in this connection that owing to scarcity of papers of all kinds, attempts are also being made to suitably reduce the number of forms asked for by Departments, by either half or one-fourth as the case may be, in the case of large quantities of Statistical and other forms indented, which consume a great quantity of paper. Similar reduction in the quantity of paper consumed was made in the case of Voters Lists published in the Gazette by increasing the size of the page and getting in more matter into a page. Similarly in the case of the monthly calender and other forms. The saving effected in paper, printing etc., has been reported to Government already

and is shown now under the heading " Economies Effected".

Another work that may usefully be taken up in connection with the revision of forms, is the examination of all forms of which the type is kept standing in the Press for years. It is possible that much standing matter that is not of further use, or of forms which have been replaced by new ones has been allowed to be kept on without being distributed and releasing type and material. This work involves great labour, as there is a very large number to be looked into. I have however arranged to take up this work also very early.

MEASURES TO AVOID DELAY IN EXECUTING WORKS

The practice of keeping by, works that cannot be immediately executed, is put a stop to. As soon as any bulky work is received, the Department concerned is immediately informed as to the ability or otherwise of the Press to put the work in hand at once. Steps are also taken to return the work, if it is absolutely impossible to take it up, owing to pressure of work in the Press. Measures are also adopted to have the work done in a private press, should the Department express a desire to the effect. The Director of Industries and Commerce and the Meteorological Reporter to Government have been helped in this way. I visited the local presses in company with the Secretary to the Mysore Economic Conference, to inspect and advise as to their suitability to undertake the printing of the Arthasadhaka Patrike. The Editor of the New Mysore Recruitment Bulletin has also been similarly assisted in issuing an illustrated Bulletin.

Steps have been taken to bring out the Mysore Gazette punctually on the date of Publication. All matter received after the due date and also too late for publication will be excluded and the entire Gazette finally printed off by Wednesday evening. Copies to Government Offices and also to the local subscribers are delivered by 12 noon on Thursdays. Packets are got ready by 12 noon on Thursdays for the Post Office Sorters

who by a special arrangement with the Postal Authorities are deputed to work in the Press, by Superintendent of Post Offices, to deal with them. The bags of Gazette leave the Press at about 3 P.M. ready to be delivered into the Mail Vans of the trains directly, and thus avoiding their going to General Post Office and being further delayed there. As a result of this arrangement, complaints as to non-receipt of Gazette, have dwindled down, a good deal. Government have also issued orders to all Officers directing that the matter intended for publication in parts II, III IV and V and VI should reach the Press by Tuesday evening, and matter for Part I not later than forenoon on Wednesday (vide G.O.No.G.12878-928/ G.P38-17-2 dated 21st March 1918).

ECONOMIES EFFECTED.

The following list gives a general idea of the probable amount of savings effected by economising paper, stationery articles, printing etc.:-

(1) Cutting 4 to and 8 vo D.c.papers of superior quality lengthwise into two halves and embossing each half sheet of the same with white or red seals and supplying them for the use of the Officers:-

(a) Quarto post	12 lbs	48reams	costing	Rs.	121- 8- 0
(b) Note paper	6 "	4 "	"	"	5- 1- 0
(c) Quarto post	6 "	97 "	"	"	151- 9- 0
(d) Note paper	6 "	48 "	"	"	37- 8- 0
(e) Quarto Post sealed		10 "	"	"	25- 5- 0
(f) Note paper	"	60 "	"	"	75-15- 0
					416-14- 0
(2) Doing away with Marble paper 20 Reams					900- 0- 0
(3) Reducing the weight of Gazette Paper from 18 lbs to 16 lbs, viz. 2 lbs on 3,000 reams					2343-12- 0
(4) Saving in the quantity of Gazette paper over the quantity consumed in 16-17. 1,100 reams					7735- 6- 0

(5) Blotting pads made in the Press instead of buying them elsewhere at Rs.2-8-0 per pad. 500 pads. Rs.1250- 0- 0

(6) Brown Cartridge paper not ordered for 18-19 900 reams 7171-14- 0

(7) Printing Financial Form No.19 on half sheet instead of in full sheet as sanctioned in G.O.No.G.14977-15016/ G.M 146-17-8 dated 7th May 1918. 160- 0- 0

Total Rs.19,977-14-0

or Rs.20,000 in round numbers.

(N.B. This represents a recurring saving as it represents permanent reduction)

(8) Savings in sheep skins 600- 0- 0

" " Finger Printing Apparatus 400- 0- 0

" " Cotton Tags 275- 0- 0

(not ordered as sufficient stock is available in the Stationery)

(9) Savings to be effected on Blank registers of various kinds and sizes and using ordinary paper for them instead of Machine Made paper for them as recommended in my letter No.1604 dated 3rd April 1918 6518-0-0

(N.B.This represents a recurring saving as it represents permanent reduction)

Total savings in Stationery Rs.27,779-14-0

Savings effected by despatching forms and registers that were in stock on indents for 18-19 as noted below and withholding the printing of such forms on those indents, approximately.

as noted below Rs.15,000-10- 0

Indent	Amount.
Municipal	248-13- 9
Forest	236- 9- 0
Revenue	7413-10-10

P.W.D	1351- 9- 2
Civil	140- 3- 0
Criminal	344- 8- 7
Financial	2120- 6- 8
Police	144-14- 3
Muzrai	143-10- 6
Local Boards	325- 1- 3
Registration	96- 5- 0
Miscellaneous approximately	2435-14- 0
Total ~~in round numbers~~	15,000-/0- 0

Stock on hand and forms that are printed on 15-16, 16-17 and 17-18 indents but supplied on 184- 19 indents and thus saving the printing of those forms again on 18-19 indents approximately Rs 15,000- 0- 0

Grand Total Rs.57,780-8-0

This amount is more than the sum of Rs.50,000 stated by me in my report as likely to be effected. There is also the likelihood of a further reduction on the forms and registers that have already been despatched from stock for 1918-1919 but are printed again on 1917-1918 indent and will eventually be supplied on indents for 1919-1920. The further saving thus effected will be intimated to Government later on. It is estimated that it will not be in any case less than the figure now shown viz. Rs.15,000/-

Reports awaited

With a view to effect further economy in paper I addressed the Inspector General of Education, the Registrar of the University of Mysore, and the Secretary to the Board of Local Service and Pleaders' examinations, to arrange to return all the answer papers of the candidates who sit for the different public examinations, to be utilised in the Press for pulling proofs on the blank side of the papers. But none of them has answered my requisiton. Either they may be asked to comply with my requisition or instruction

Why not my letters complied?

the officers concerned may be asked if there is any reason why the requisition cannot be complied with

may be issued to them to ask the candidates to write their answers on both sides of the paper. As we had issued during last year 697 reams of paper for these examinations costing Rs.4880/-, a saving of Rs.2440/- will be effected, if my suggestion is carried out.

I beg to lay stress on one point particularly, and that is, that there is a general impression, that the arrangements now being made in the Press to clear off arrears and to send away some works to private presses, may amount to a reduction of work in the Press to a certain extent. This is not so. The Press had more work to do than it could possibly cope with. But by working overtime and on Sundays and ~~Gazd on~~ Holidays and in the mornings, it has been able to clear off all arrears and return to its normal capacity. Work that used to be set aside for being taken later on, which caused accumulation, is now either put in hand at once, or returned for being executed in private presses. In this way, accumulation has been prevented, but the Press is working to its full capacity and its legitimate work, so as to finish it as promptly as possible.

This is satisfactory

Again, the total number of pages of all works returned to the several Departments for being executed elsewhere is only about 400 pages, which represents about 1/100ths of the total number of pages composed in the Press during these 9 months. Surely, the small fraction does not make any material difference to the Press, in the way of either increasing or decreasing the work done in the Press. But it was more on account of systematising the work in the Press and bringing it under definite rules, so as to come to a clear understanding as to the classes of work that alone should be done in the Press, the works had to be returned under orders of Government.

In conclusion, I may be permitted to state that early sanction may be kindly accorded for the extension of the Branch Press at Mysore so as to include in it two more

Kindly an important scheme requiring 4 ? years 5/7/18

or

sections for the printing of the University and Railway works now almost withdrawn from the Government Press. The question is a pressing one, as both the University and the Railway Departments have to get their respective printing done expeditiously and satisfactorily.

I have the honor to be,

Sir,

Your most obedient servant,

Superintendent,

Government Press.

Proceedings of the Government of H.H the Maharaja of Mysore

*****

GP 22-17-B

R e a d:-

Letter No. 2016 dated 1st June 1918 from the Superintendent, Government Press submitting a note on the steps taken in regard to the reduction of work in the Government Press in pursuance of the instructions given in Government Order No. G.4337-9/G.P. 22-17-1 dated 28th ~~August~~ September 1917.

O r d e r No. G 7248-300

Dated, Bangalore, 10 ~~Sept.~~ 1918

R e c o r d e d.

Government note with satisfaction the various steps taken by the Superintendent for the reduction of work in the Press.

2. Government are of opinion that the Mysore Gazette may be printed on paper ~~slightly inferior in quality to that now used. It may be~~ of the same quality as that used for the Gazettes published in British India.

3. Early steps should be taken to get the Arthsadhaka Patrika printed at a private press with effect from 1st January 1919 (vide Government Order No. G.16375-77 dated 31st May 1918). G.P.8-17-7

4. The result of the examination of forms and registers which the Superintendent is making, to decide whether any possible reduction in size could be made and whether they could be printed on cheaper paper is awaited.

5. Action should also be taken to standardise forms. Common forms should as far as possible be introduced in all departments and an accurate list - numbered in suitable series - maintained for all forms - general and departmental.

6. In regard to forms, of which the ~~type~~ plates has been kept standing in the Press for years together, ~~it is better to make and keep~~ stereo: if space can be found provided changes in the ~~matter~~ are not likely. The Superintendent is requested to take needful action in the matter immediately, in consultation with the heads of departments concerned.

7. The number of forms indented for by the several officers appears to be in excess of their requirements. Government expect all officers to observe strict economy in this respect.

8. The arrangements made for the distribution of the Gazette are up to date and quite satisfactory.

9. There is still a great wast of paper which can be avoided if ~~the~~ officers only realize the present situation as regards ~~paper~~ its supply, as well as the cost of paper.

10. The Inspector General of Education, the

the Registrar, Mysore University, and the Secretary to the Board of management, Mysore Local Service and Pleaders examinations, will be requested to report if there is any reason why the request of the Superintendent that answer papers of the candidates sitting for the various public examinations may be sent to him, after the results are published, should not be complied with.

11. The Superintendent ~~says~~ reporting the that if ~~he~~ they work cannot be executed ~~a work that~~ he is asked to take up, he gives due intimation of the fact to the Department concerned and helps it, whenever his assistance is sought, in getting the work printed at a private press and that ~~.~~ In other cases he puts the work in hand at once, ~~This~~ indicates a move on the right lines.

12. The Superintendent deserves the appreciation of Government for the savings and improvements effected.

12. A further order will issue on the other points dealt with in the Superintendent's report under reference.

16/9/48

Chief Secretary to Govt.

To

The Offg. Superintendent, Govt. Press.
" Secretary to Govt. Departments of Education & Agriculture.
" Inspector General of Education.
" Registrar, Mysore University.
" Secretary Mysore L.S.&P Examinations
Other Heads of Departments.

9.9.48

CP.